

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR**  
An Equal Opportunity Employer

<b>Position:</b> Information Technology Specialist  <b>Series/Grade:</b> GS-2210-14	<b>Announcement No:</b> ETA-04-086
	<b>Opening Date:</b> 5/13/04
	<b>Closing Date:</b> 5/19/04
<b>Salary Range:</b> \$85,210 – \$110,775 (includes locality pay of 14.63%)	<b>Number of Vacancies:</b> One (1)
	<b>Bargaining Unit:</b> Outside Bargaining Unit
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of National Programs Foreign Labor Certification Washington, DC	<b>Promotion Potential:</b> No
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No Permanent
	<b>Part-time Position:</b> No – Full-time
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> ETA Only Status Candidates - Washington, DC

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://www.doleta.gov/jobs/>

<b>Position Duties and Responsibilities:</b>
<p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Division of Foreign Labor Certification (DFLC). Responsibilities include both local and Internet systems. Work includes providing expert IT systems administration services, including the development of new systems to support the continuing mission of the Division.</p> <p>Specific duties include but are not limited to:</p> <p>Leads and is responsible for all program systems software/hardware projects, including, but not limited to, Windows 2000 Servers running Internet Information Server, Sun Solaris systems, SQL Server Databases, Oracle Databases, Paradox Databases, Cold Fusion, TELEform Document Processing System, RightFAX Fax Server Systems, and other new software and hardware systems as they become available.</p> <p>Applies available technologies and basic system development life cycle to design and implement systems that meet usage requirements in a variety of Foreign Labor Certification subject matter situations, to include, but not limited to; hardware and network system design and implementation, both stand alone and web-based software design and customization, if necessary, and supports systems end users during the life of the system.</p> <p>Customizes and modifies systems and application programs currently in use using a wide variety of software tools and languages, including, but not limited to: Delphi 4, Cold Fusion, Basicscript, Perl, Java, SQL, HTML, and ASP.</p> <p>Oversees and performs equipment installation or relocation, testing, and acceptance process on a wide variety of Windows and Solaris based systems. Responds to and resolves problems with software, hardware, and systems management. Integrates hardware and software, and/or IT related services to provide an integrated information systems solution.</p> <p>Uses current computer security methodology to protect and monitor the systems currently in use, and future deployable systems to best fit the needs of the Division of Foreign Labor Certification.</p> <p>May evaluate vendor and/or employee developed software to assure that it will provide the desired results and operate properly on assigned equipment systems.</p>

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

**Applicants must have one year (52 weeks) of specialized experience equivalent to the GS-13 level in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled, such as customizing, developing, designing, and implementing systems, and application programs ( and as listed in the above Duties and Responsibilities).**

**Time in grade requirements must be met within 30 calendar days after the closing date of this announcement.**

### **CONDITIONS OF EMPLOYMENT**

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input checked="" type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

### **METHOD OF EVALUATION**

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

**IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

**EVALUATION FACTORS: Factors designated (H) are rated high.**

- 1) Expert knowledge of hardware and software, including Windows 2000 Servers running Internet Information Service, Sun Solaris systems, SQL Server Databases, Oracle Databases, Paradox Databases, ColdFusion, TELEform Document Processing System, and RightFAX Fax Server Systems. (H)**
- 2) Ability to apply technologies and systems to design and implement systems that meet usage requirements in a variety of situations, such as Foreign Labor Certification subject matter situations. (H)**
- 3) Ability to customize and modify systems and application programs, using a wide variety of software, hardware, and systems management, including Delphia 4, ColdFusion, Basicscript, Perl, Java, SQL, HTML, and ASP. (H)**
- 4) Ability to oversee and perform equipment installation or relocation, testing, and acceptance process on a wide variety of Windows and Solaris based systems. (H)**
- 5) Ability to respond to and resolve problems with software, hardware, and systems management. (H)**
- 6) Knowledge of computer security methodology to protect and monitor systems used to monitor system programs, such as DFLC Foreign Labor Certification Programs. (H)**

### **HOW TO APPLY**

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p><b>The following material is required if checked:</b>  <b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal <b>or</b> a statement with reasons why you do not have a supervisory appraisal is required for all applicants.</p> <p><input checked="" type="checkbox"/> SF-50, Notification of Personnel Action to confirm status</p> <p><input type="checkbox"/> -- College transcript (Required if qualifying based solely on education or a combination of education and experience.</p> <p><input type="checkbox"/> -- Other: A supplemental statement of the Evaluation Factors are desired.</p> <p><input checked="" type="checkbox"/> -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. <b>We will acknowledge receipt of your application, if it is accompanied with this form.</b></p>	<p><b><i>Mail your application to, or secure forms or information from:</i></b></p> <p>U.S. Department of Labor  Employment and Training Administration  Office of Human Resources  200 Constitution Avenue, NW, Room N-4656  Washington, DC 20210  <b>Attn: Shelley DeCrane</b>  Commercial: (202) 693-3922  Fax: (202) 693-3734  TTY: (202) 693-3924</p> <p><b>The area of consideration for this position has been limited to ETA Only Status Candidates - Washington, DC</b></p> <p><b>This position is Outside of the Bargaining Unit.</b></p> <p><b>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, <u>your complete application must be in the Office of Human Resources by the closing date of this announcement.</u></b></p>
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## **ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon

meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.

-Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.

-Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.

This position is also being announced under Competitive Notice procedures (DEU), announcement number ETA-04-085PN. **If you wish to be considered under both Merit Staffing and Competitive Notice procedures, you must submit two complete application packages.**

# U.S. DEPARTMENT OF LABOR

## APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072

FORM

APPROVED (Exp. 4-30-2002)

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including

minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPM, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, A Federal Equal Opportunity Recruitment Program@ (FEORP).

### PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked Yes above, is your disability one of the targeted disabilities

below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

### ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

### RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- ☐ American Indian or Alaska Native --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Asian --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Black or African American --- A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian or --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ Other Pacific Islander
- ☐ White --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobline
- ☐ 11. Other